

CONFIDENTIAL

2 August 1985

MEMORANDUM FOR: Curriculum Committee Members

FROM:

[REDACTED]

25X1

Assistant Director of Training for Curriculum

SUBJECT:

Minutes from 1 August 1985 Curriculum Committee

1. The minutes for the 29 July meeting were approved. Responsible Curriculum Committee members will arrange for curriculum reviews of the programs specified during the 3rd and 4th quarters of CY 1985. IT still has two outstanding course announcements for courses approved during the 25 July meeting. MATD and IT will develop course catalogs for Secretarial and Intelligence Assistants' training.

2. [REDACTED] briefed on the status of the Looking Glass Simulation. They plan to offer between 5 and 7 offerings of the simulation during FY 1986. [REDACTED] presented several options for funding each running of the simulation. The subsequent discussion centered on whether MATD should purchase the license and certify OTE staff to conduct the program. [REDACTED] was advised to move toward developing the in-house capability, and he should pursue purchase of the licensing from the Center for Creative Leadership. Some concern was expressed about overlap of Looking Glass and the program on Creative Management. Generally, MATD has concluded that there is some overlap but not significant enough to negatively impact on either program. In many ways, MATD believes POCM ought to be prerequisite to Looking Glass. MATD will make a recommendation regarding prerequisites to Looking Glass but hold until the DO need survey is completed. [REDACTED] indicated that they intend to do a study of graduates to determine impact of Looking Glass on student behavior. He received strong support for such a study.

25X1

25X1

25X1

25X1

25X1

25X1

[REDACTED]

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: Minutes from 1 August 1985 Curriculum Committee

3. [] C/PDB, briefed on proposed changes to the Advanced Intelligence Seminar (AIS). Her plan to validate the content and objective was approved. She was advised, however, that the "poll" should be confined to Agency training officers. Chief, WOTS, cautioned that the DO need survey was in progress and her poll in the DO might raise some confusion. Hence, [] will closely coordinate her work with DO with []. There was a consensus that the AIS should not be confined to GS-14 and 15 officers, but be changed to include officers at the GS-12 and 13 level. Once the poll has been completed, ADC will be briefed on the results and will approve a proposed course outline.

25X1

25X1
25X1

4. [] presented the results of the ISTD evaluation of the GIMS II training course. A thorough and detailed need survey resulted in recommendations by ISTD that the current two day GIMS II course be divided into two courses. One course of a half day duration would serve those GIMS users who need only the skills to access menus, to retrieve data and update files. This course would be offered once a month. A second, one and a half day course, would be offered which would focus on elementary GIM capabilities. This course would meet the need of those who need skills in writing simple queries to GIMS.

25X1

The survey also showed a need for a third course which would provide training in more sophisticated GIM skills. This two and a half day course would include instruction in report writing, formatting output, accessing dictionaries, linking files and writing complicated queries.

Chief/CBTG, indicated that the more basic courses lend themselves to self-study using computer based teaching techniques. There was no consensus reached on whether classroom instructions or CBE techniques were most effective and least costly.

The Curriculum Committee asked [] to work with [] to determine whether or not OTE should develop the training using CBE. [] agreed to provide a cost study and, in concert with C/CBTG, make a recommendation to ADC. Approval of courses in GIMS was suspended pending recommendations to ADC.

25X1

25X1
25X1

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: Minutes from 1 August 1985 Curriculum Committee

5. C/TSD and C/RB presented a proposed outline of content for the OTE catalog. The outline was approved. Members were requested to submit their contributions on the sequencing of courses to C/TSB by 19 August. C/RB will provide printouts of the course descriptions which are to be reviewed and edited by OTE units. ADC, C/TSB and C/RB will brief DTE on the proposed catalog within the next week. Several units have outstanding catalog descriptions; these are to be submitted as soon as possible.

6. The next STO meeting is scheduled for 14 August (0900 DTE Conference Room). The only Agenda item at this time is the MATD results of the Secretarial Survey.

7. The next Curriculum Committee meeting is scheduled for 21 August at 10:00 A.M. Members were advised that all Agenda items which call for new course approvals, course evaluations or curriculum evaluations must have accompanying documentation submitted to ADC two weeks prior to Curriculum Committee meetings. Otherwise, these items will be postponed to the next scheduled session. This documentation is essential if the committee hopes to effectively assess new course proposals or course evaluations.

25X1